

# Vacancy Announcement



U.S. Embassy Iraq

<b>NUMBER: 09-10</b>	<b>SUBJECT:</b>  <b>Political-Military Assistant</b>  <b>LES-7</b>	<b>DATE: 3-29-2009</b>
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TO: All Interested Applicants

FROM: Human Resources Office

**OPENING DATE:** March 29, 2009

**CLOSING DATE:** April 13, 2009

**WORK HOURS:** Full time; 40 hours/week

**BASIC SALARY:** 18, 293 U.S. dollars per year for a full time LES-7.

The U.S. Embassy is seeking to fill the position of **Political-Military Assistant** in the **Political-Military Section** in the **U.S. Embassy, Baghdad**.

**ALL APPLICANTS MUST BE ORDINARILY RESIDENT\* IN IRAQ AND IN POSSESSION OF OR ABLE TO OBTAIN DOCUMENTATION THAT ALLOWS THEM TO BE LEGALLY EMPLOYED (I.E., IN COMPLIANCE WITH LOCAL IRAQI EMPLOYMENT LAWS) BY THE U.S. EMBASSY. EMPLOYEES AT THE U.S. EMBASSY ARE ELIGIBLE TO APPLY IF THEY HAVE COMPLETED THEIR PROBATIONARY PERIOD (52 WEEKS).**

## **BASIC FUNCTION OF THE POSITION:**

The job holder serves as one of two LES assistants for the Political-Military Section and supports the Security Agreement Implementation team within the section. Other responsibilities include developing contacts with Iraqi ministries and military commands, both maintaining own contacts and assisting section colleagues in developing and maintaining their own. Serves as a subject matter expert and analyst on Iraqi governmental activity related to security relations with the U.S. Attends meeting with Iraqi officials as an observer. He/she will act as interpreter when required.

**QUALIFICATIONS REQUIRED:** Each applicant must address each selection criterion detailed below specifically and comprehensively, in addition to submitting a CV/résumé or an OF-612 form.

1. **Education:** Graduation from an Iraqi military academy or a university degree in political science, law, economics or a related field is required.

2. **Work Experience:** At least three years experience working in or closely with the U.S. or Iraqi government and/or military, plus at least one year sound experience in interpreting between Arabic and English is required.
3. **Language Proficiency:** Level 4 (Fluent) Speaking/Reading Arabic and Level 3 (Good Working Knowledge) English is required.
4. **Knowledge:** Thorough knowledge of Iraqi government and security forces plus Iraqi cultural and societal norms required. Expert knowledge of most culturally effective and appropriate ways to interact with high-level contacts, especially in conveying sensitive or politically charged messages is required. Good knowledge of U.S. policy toward Iraq and the structure and function of U.S. Government elements in country is required.
5. **Abilities and Skills:** Must be able to discern important emerging events and take initiative to highlight them for Political-Military Section colleagues, following up with minimal supervision. Must be able to analyze Iraqi governmental policies with regard to security cooperation with U.S., offering sound advice to colleagues on the most effective means of influencing Iraqi interlocutors. Must be able to collate and analyze complex information related to U.S. Government and Government of Iraq policies and procedures. Effective oral and written communication skills in both English and Arabic are required. Must be able to quickly organize and summarize large amounts of information. Strong interpersonal skills in both U.S. and Iraqi cultural context required.

**(Candidates will be tested on their language abilities)**

**SELECTION PROCESS:** When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

- Management will consider nepotism/ conflict of interest, budget and visa status in determining successful candidacy.
- Current employees serving a probationary period are not eligible to apply.
- Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- Must be able to obtain and hold a security clearance certification.
- Under PSA-Plus guidelines, non-host country citizens (American and foreign nationals) must have a host country visa status, which will permit them to obtain work.

**TO APPLY:** Interested candidates for this position should submit the following:

State on the application that the position applied for is **Political-Military Assistant/ 09-11**.

Application for US Federal Employment (OF-11, OF-31, OF-312), or a current resume or curriculum vitae that provides the same information as an OF-612.

- Documentation (copies of degrees earned, certificates, awards, etc.) that addresses the qualification required for the position as listed above.
- Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.

## **REQUEST AND SUBMIT APPLICATION TO:**

Human Resources Office,  
E-mail: [BaghdadHR@state.gov](mailto:BaghdadHR@state.gov)

- \* **Preferred way of sending applications is electronically.**
- \* **Must attach certificates and documents to the CV/resume.**
- \* **Must mention position title and announcement number applied to.**
- \* **Attached pictures will be discarded**

## **DEFINITIONS:**

**1. US Citizen Eligible Family Member (USEFM)** – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2

**2. EFM:** An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

**Member of Household (MOH)** – An individual who accompanies a direct hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

**4. Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

**5. Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

**Closing Date for this Position is  
April 13, 2009**

**The US Mission in Baghdad provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.**

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